



། དཔལ་ལྷན་འབྲུག་པའི་ཁྲིམས་ཀྱི་འདུན་ས།
ROYAL COURT OF JUSTICE
 འབྲུག་གི་མངོན་མཐོ་ཁྲིམས་ཀྱི་འདུན་ས།
SUPREME COURT OF BHUTAN



LEAVE REQUEST FORM

To :

Date:.....

From :

Sl. No	Type of Leave	Select to Avail (√)	Duration			Remarks
			Start Date	End Date	Total	
1	Annual Leave					
2	Casual Leave					
3	Maternity Leave					Attach Evidence
4	Paternity Leave					Attach Evidence
5	Extraordinary Leave					Execute Undertaking
6	Bereavement Leave					Attach Evidence
7	Medical Leave					Attach Evidence
8	Medical Escort Leave					Attach Evidence

*Submit Reasons:

.....

Signature of Applicant

*Until today, the (date), the applicant hasdays of Annual Leave, and days of Casual Leave remaining.

Signature

HR Officer/ Administrative Focal

*Approved

Signature of Supervisor/Manager